



Job Opportunity

State Controller's Office

Position: Staff Services Manager II (Supervisory)

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, Suite 1001, Sacramento, CA 95814

Issue Date: September 14, 2006

Final Filing Date: Until Filled

Contact/Telephone:
Tracy Williams, 916-324-1293

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-4801-004

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of the Chief of Program Management and Analysis Bureau, this position is responsible for supervising a moderate size group of professionals working on projects related to the implementation of employee pay and benefits programs pursuant to legislative mandates and collective bargaining agreements. The position also supervises a unit responsible for satisfying statewide management reporting/information needs and has the authority to commit resources, establish priorities and provide direction to meet the State's program needs.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Plan, organize and direct the staff assigned to implement new employee benefit programs within the State Controller's Office existing personnel and payroll systems.
- Review project plans, implementation schedules, user requirements and test plans for accuracy and thoroughness.
- Represent PPSD in meetings with control agency personnel such as DOF, DPA, CalPERS, and CSU.
- Manage a data management unit responsible for providing management reports for statewide use as well as providing reports that support the Controller's Office mainframe personnel and payroll systems.
- Meet with statewide customers to identify cost effective reporting solutions when implementing pay and benefit programs or satisfying program and policy related business needs.

Desirable Qualifications:

- Knowledge of the State Controller's Office Personnel and Payroll Systems.
- Experience supervising professional staff.
- Ability to demonstrate tact, diplomacy, and flexibility.
- Strong communication skills.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

300 Capitol Mall, Suite 1001

Sacramento, CA 95814

Attn: Tracy Williams